Human Resources Specialist

Who We Are

Clean Power Alliance (CPA) is Southern California’s locally operated non-profit default electricity provider for 32 communities within Los Angeles and Ventura counties and the 5th largest electricity company in the State of California. We provide clean renewable energy at competitive rates to over three million residents and businesses through approximately one million customer accounts.

What You’ll Do

CPA is seeking an experienced, detail-oriented, and enthusiastic HR professional to join our growing team as Human Resources Specialist. The Human Resources Specialist will assist with routine functions of the HR department including coordinating recruitment, hiring and onboarding processes, administering pay, benefits and leave, training, and administering company policies and practices. This is an outstanding opportunity to be creative and to help build the HR department for a rapidly growing organization.

Who You’ll Work With

The Human Resources Specialist reports to the Director of Technology, Data, and People, who currently serves as CPA’s official Human Resources Manager. You will work closely with all CPA staff to assist with their personnel needs and ensure compliance with federal, state, and local employment laws and regulations.

Commitment to Diversity

At CPA, we value diversity and are committed to creating an inclusive environment for all employees. We represent a diverse customer base and intend to hire employees that reflect our communities. Clean Power Alliance provides equal employment opportunities to all applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Culture

CPA fosters a culture of open communication, responsibility, and intellectual curiosity. As a small team that has quickly built the largest Community Choice Aggregation program in the country, high levels of trust, collaboration, and mission alignment are key factors in success. We value fact-based creativity in our work, accountability with our stakeholders, and promote ethical engagement and diversity with our brand.

Successful Candidates Must Demonstrate the Following Abilities:

- Be a strong writer who can write compellingly and clearly
- Translate complex technical information into accessible messages to diverse audiences
- Enjoy engaging with passionate internal and external stakeholders
- Have a high tolerance for uncertainty but know how to bring things to resolution
• Have a strong work ethic and be comfortable taking initiative/working in a fast paced, start-up environment
• Work well on diverse teams and with consultants
• Be able to interpret and explain policies, procedures, and regulations
• Be able to organize and carry out projects with minimal instruction, compose correspondence independently based on policy and guidelines and maintain complex records
• Maintain strict confidentiality.

Duties and Responsibilities

• **HR Administration:** Assist with administrative functions of HR such as tracking employee time, following up with payroll and benefits vendors, keeping logs of incoming resumes, appointment setting, completing employee benefit paperwork, program development and administration. Assist with development of or updates to employee handbook, HR standard operating procedures, policies, and checklists. Assist with Diversity/Equity/Inclusion initiatives. Handle employment-related inquiries from applicants, employees, and supervisors.

• **Payroll and Benefits Administration:** Manage Paychex Payroll and Paychex portal administration including payroll and all recruitment, onboarding, and payroll related changes. Manage benefit administration (Medical, Dental, Vision, Life, FSA, COBRA, Voluntary Employee Benefits). Develop and oversee employee programs, rewards, health and wellness.

• **On Boarding and Staff Development:** Conduct new hire onboarding and orientations. Process background checks and employee eligibility verifications. Assist with training and development programs and initiatives that provide internal development opportunities for employees.

• **Compliance:** Review, track and document compliance with mandatory and non-mandatory training, continuing education, and work assessments. This may include safety training, anti-harassment training, professional licensure, and certifications, as appropriate. Maintain compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices to maintain compliance.

• **Talent acquisition:** Coordinate the talent acquisition process, which may include posting advertisements for open positions, screening resumes and applications, creating and updating job descriptions, setting interview appointments.

• **Other responsibilities:** Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law. Assist with the planning and execution of company events. Create a positive work environment valuing employees, promoting teamwork, hiring, training and evaluating performance. Perform other duties as assigned.

Qualifications

Candidates must have a bachelor’s degree in Human Resources, Business Administration, or related field and at least 3 years of human resource experience is required. Experience developing Diversity/Equity/Inclusion initiatives is desired. Start-up experience and a track record of building and maintaining human resource information systems is highly desired. Must be able to sit at a desk and work on a computer for prolonged periods.
Required Skills

- Excellent verbal and written communication skills.
- Excellent interpersonal, negotiation, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite and Adobe Pro software.
- Proficiency with or the ability to quickly learn the organization’s human resources information system and talent management systems.
- Knowledge of modern office procedures and practices including preparing correspondence, filing, and operating modern office equipment; correct English usage, grammar, spelling, vocabulary, and punctuation.

Salary and Benefits

The salary range for this position is $70,000 - $100,000, with exact compensation to be determined by Clean Power Alliance, dependent on experience. Benefits include health care, a 401(k)-like match program, paid vacation, and sick leave. This is not a civil service position.

How to Apply

Candidates should send a succinct and well-written cover letter and resume with 3 references to jobs@cleanpoweralliance.org. The start date for the position is as soon as possible and will remain open until filled.